

JOB TITLE: Senior Tax Technician

TAX/18

DEPARTMENT: Tax, Rutherford County

JOB SUMMARY: This position performs technical and administrative duties in the assessment of business personal property for tax evaluation purposes.

MAJOR DUTIES:

- o Assists and participates in the business personal property assessment and audit programs; maintains computerized depreciation schedules; prints assessment notices and bills.
- o Performs discoveries by searching telephone directories, newspapers, and through other methods of observation; prepares and mails subsequent tax bills.
- o Assists property owners with listing forms and processes; processes requests for filing extensions; assesses penalties for late forms; ensures that forms are processed and that data is entered into the system.
- o Creates abstracts to mail to businesses.
- o Performs various end of year procedures to prepare records; prints and mails abstracts for residential and business property.
- o Re-codes parcels to the proper district.
- o Receives, assesses, keys, and files Mobile Home park reports; tracks solid waste fees for occupied spaces.
- o Researches and determines adjustments; processes refunds.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of the state laws and regulations and county ordinances that apply to property appraisal methods and tax assessment procedures.
- o Knowledge of personal property appraisal methods and techniques.
- o Knowledge of general accounting practices and procedures.
- o Knowledge of the geography of the county.
- o Knowledge of modern office practices and procedures.

- o Skill in performing basic mathematical calculations.
- o Skill in dealing with the public.
- o Skill in collecting and analyzing data.
- o Skill in operating office machines such as a computer, calculator, facsimile machine, copier, and microfilm machine.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Personal Property Manager assigns work in terms of general instructions. Completed work is spot-checked for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include relevant state laws and regulations, state trending guides tables and pricing guides, department policies and procedures, and relevant county ordinances. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related technical and administrative duties. Frequent interruptions contribute to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this position is to list businesses for personal property tax purposes. Successful performance helps ensure the accuracy of tax assessments.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, other county employees, attorneys, appraisers, surveyors, taxpayers, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give and exchange information, resolve problems, and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while sitting, standing, stooping or walking. The employee occasionally lifts light objects and uses tools or equipment requiring a high degree of dexterity.

**WORK ENVIRONMENT:** The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- o Possession of or ability to readily obtain certification as a tax appraiser by the ad valorem Tax Division of the North Carolina Department of Revenue and by the North Carolina Association of Assessing Officers.